



**Bangladesh Power Development Board**  
**INTEGRATED MANAGEMENT SYSTEM**  
**(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO**  
**45001:2018 STANDARDS)**

**PROCEDURE FOR CONTROL OF RECORDS**



# INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-005

Revision No.: 00

## PROCEDURE FOR CONTROL OF RECORDS

Effective Date: 01-11-2021

Page 2 of 4

### 1.0 Purpose

To provide evidence of conformance to requirements and of effective operation processes of IMS

### 2.0 Scope

Applies to whole of Integrated Management System of Bangladesh Power Development Board (BPDB).

### 3.0 Terms & Definition

#### Definition

None

#### Abbreviations

MR – Management Representative

BPDB – Bangladesh Power Development Board

### 4.0 Roles and Responsibility

Tasks in Reference Clause Nos.	Responsibility
5	MR
5.1	Respective Functional Heads
5.3	Functional Heads, MR

### 5.0 Procedure

#### 5.1 Plan for record control

- A Master list of Document (Level 3 Manual) is maintained for record keeping.
- Records are maintained at the locations/offices up to the retention period.
- Records are collected for maintenance by the concerned offices. Care is taken to ensure that the record becomes legible to anybody.
- All the records are identified by the title and the Document (Format) Number
- Care is taken during storing of Records to ensure accessibility.
- The Storage facility is selected to ensure protection against theft, fire, termites and other reasons of deterioration.
- The storage facility is kept in such a suitable place so that it is not affected due to moisture, dampness and rainwater soaking.
- The records are kept in document number wise files and stored in accessible area in such a way that they are retrievable in quickest time.

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Reviewed By			



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## PROCEDURE FOR CONTROL OF RECORDS

Effective Date: 01-11-2021

Page 3 of 4

- All the records have identified retention period and are to be destroyed or kept on archive as per decision of top management.
- All the offices maintain list of the records they need to maintain.
- Records mentioned in Master List of Documents are maintained as stated above.

### 5.2 Storing of Records:

- Sometimes records are maintained in computer as soft copy.
- Strict policies have been established for authorizing use the computer system. Policies should define those authorized to access data and those authorized to enter results, change results, change billing or alter computer programs.
- If data in other computer systems can be accessed through the DIS (e.g. generation or distribution), there are appropriate computer security measures to prevent unauthorized access to these data through the DIS. The DIS should not be allowed to jeopardize the data security of other systems.
- Data entered into the computer system either manually or by automated methods are reviewed in order to verify the correctness of the input data before final acceptance and reporting by the computer.
- All result entries should be checked against a predefined range of values for a particular process in order to detect absurd or impossible results before final acceptance and reporting by the computer.
- There shall be an audit mechanism all owing the processes to identify all individuals who have entered or modified data, control files or computer programs.

### 5.3 Access of Records:

- Access to records varies somewhat according to different users in different process desks, access will normally be through the requesting users. The access will normally be available to
  - a) The person requesting the information, and
  - b) Other authorized individuals.
- Stored result data and archival information are easily and readily retrievable within a time frame consistent with process needs.
- All data are retrievable, "on-line" for a designated period of time, depending on the needs of the individual of the BPDB.
- Data-storage media, such as tapes and disks, are properly labelled, stored and protected from damage or unauthorized use.
- Efficient back-up are in place to prevent loss of data in case of hardware or software failure.
- Procedure for Control of Records and its effectiveness after implementation will be checked and reviewed during internal audits.
- Review consideration will be raised in MRC Meeting for decision
- Corrective actions will be taken to improve the system on the basis of review

### 6.0 References

- a) Master List of Document

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## PROCEDURE FOR CONTROL OF RECORDS

Page 4 of 4

### 7.0 Appendix

- a) Review of record control

### 8.0 Revision History

Sl. No.	Revision Number	Section	Change Made	Date of Revision

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